Multiple Roles in Contract Preparation

When preparing a contact, you may need to seek input from several entities, specifically the entity that has the authority to answer and is the subject matter expert of your question(s). The chart below provides a general outline of the entities that play primary roles in contract preparation. Please contact the appropriate entity and us its resources to ensure your entity's contracts are legal and in the best interest of the State.

ATTORNEY GENERAL'S OFFICE/LEGAL COUNSEL

- Determine legality of contracts
- Opinion on legal questions
- Review contractual language
- May assist in the preparation of drafts of contacts

RISK MANAGEMENT

- Liability exposures
- Assist with insurance & indemnification provisions
- Assist with risk analysis

PROCUREMENT

- Purchasing laws, rules and guidelines
- Bid, RFP, other templates
- Assist with procurement process

CONTRACTING STATE ENTITY

- •Determine authority to enter into contract
- Determine scope